

## Inventory Journals

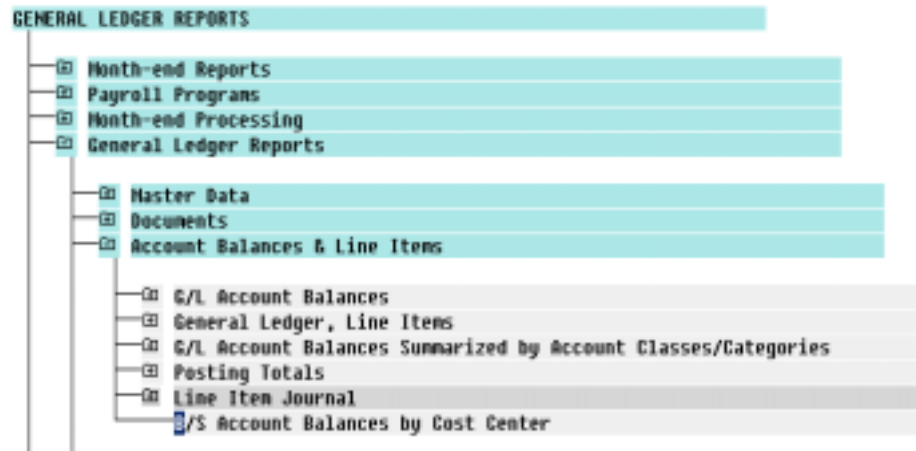
1. Recently the RAMCAS department authorized the use of four different General Ledger accounts to process resale inventories at the newly implemented regions. They are 151000 and 401000 for the MWR department and 151001 and 401001 for the VQ.

Also, the method the field uses to post the monthly inventory/COGS journal will change. The first step in this process, which will be a multi-line data entry procedure, will be to determine the end-of-month balances in the 151000 – Resale Inventories GL account. These balances will be sorted by cost center as this information is critical in providing an accurate COGS value for the facility/cost center Profit & Loss statement.

There is an existing report that will show the GL account balances by cost center. Use the following menu path or transaction code to access this report.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > PERIODIC PROCESSING > INFORMATION SYSTEM > REPORT SELECTION**

Transaction code: **F.97**



Use the report tree shown above to access **the B/S Account Balances by Cost Center**

On the selection screen, use this table to determine the correct field entries:

Fiscal Year: **Enter the applicable fiscal year**  
Period: **Will default based on the system date**

Company Code: **Enter the correct company code**  
Account: **Enter the GL Account number 151000 Resale Inventories**

This is a sample excerpt of the report:

Report: 201/2010 RQ_P657F2		B/S ACCOUNT BALANCES BY COST CENTER Period: 1 Ended October FY 2000		Page: 1 of 1 10/19/2001
Company Code: 1050	PAR: MID-ATLANTIC REGION			
Account Number: 151000	RESALE INVENTORY			
Cost Center	org Balance	Current Period BR	Current Period CR	Ending Balance
1550 LE ROCKWELL HALL CTR OTHER RESALE 1050	0.00	82.50	0.00	82.50
1681 DC CRAFT CTR OTHER F&B RESALE 1050	1,187.40	0.00	0.00	1,187.40
1750 HG CRAFTCH HOUSE RESALE 1050	160,426.54	0.00	0.00	160,426.54
1781 OH OUTDOOR ADVENTURE CTR RESALE 1050	10,044.52	0.00	0.00	10,044.52
1794 MICH OUTDOOR ADVENTURE RESALE 1050	0.00	0.00	0.00	0.00

**Note:** Using a locally determined method of recording the Ending Balances by cost center (download to a spreadsheet or record manually), make a record of the ending balances to be used in calculating the actual data entry for SAP. Make use of the small worksheet shown below. **Remember, you MUST do this for every cost center.**

## Calculation Worksheet

**Examples:**

- The ending GL account balance from the report above: **1,187.40**

**Minus** the Monthly Inventory amount provided by the facility Manager

**1,000.00**

**The result of the subtraction**

**187.40**

Cost Center Number

**1681**

This final subtraction result is the amount to be used in the Journal Entry process described below. **Remember to do it separately for EACH cost center.**

- You will use the following menu path to process this Inventory Journal transaction:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > GL POSTINGS**

Transaction code: **F-02**

**VERY IMPORTANT NOTE: This is NOT an Accrual Journal**

Use the following table to fill in the required fields on the opening screen:

Document date:	<b>The actual date of the Physical Inventory (usually the last day of the month)</b>
Posting date:	<b>The same date as the Posting date</b>
Document type:	<b>SI – Inventory JV</b>
Company code:	<b>The applicable company code</b>

Reference and text: **Both fields are optional. May be used for explanatory text such as “INVENTORY JOURNAL DD/MM/YYYY”**

**Click on the Fast Entry pushbutton to facilitate entering the items.**


G/L account items								
PK	CoCd	Account	Amount	Site	Cost c	Order	Assignment	Text
	↓							

PK (Posting Key) **40 – Debit Entry**  
 Account: **401000 COST OF GOODS SOLD or 401001 COST OF SUNDRIES SOLD**  
 Amount: **The amount that you calculated in Step 1 – 187.40 in our example for the particular cost center**  
 Cost Center: **The number of the cost center 1681 in our example.**

**Use the TAB key to go to the next line of the fast entry window**

PK (Posting Key) **50 – Credit Entry**  
 Account: **151000 DEPARTMENT RESALE INVENTORIES or 151001 SUNDRIES INVENTORIES VQ**  
 Amount: **The same amount used on the line above – 187.40 in our example.**  
 Cost Center: **The same as used on the line above – 1681 in our example.**

**Enter as many debit and credit entries as necessary to complete the journal.**

**Click on the “Moon over Miami” icon, the document overview  to check the equality of your entries.**

If the Debits equal the Credits, post the document by clicking on the Save icon. 

Note and record the document number:

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